



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
ASSISTANT G-1 FOR CIVILIAN PERSONNEL
EAST REGION, SOUTH CENTRAL AREA, FORT POLK CPAC
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CIVILIAN PERSONNEL
BULLETIN NO. 10-08

10 January 2008

LEAVE TRANSFER PROGRAM

CARE BULLETIN

In accordance with JRTC and Fort Polk Regulation 690-20, Part III, Voluntary Leave Transfer Program (VLTP), an employee may donate limited amounts of annual leave to another employee who has been approved to receive leave under VLTP.

*******APPROVED RECIPIENT*******

Ms. Laura L. Cates, Practical Nurse, at MEDDAC Bayne-Jones Army Community Hospital, has been approved as a recipient under the VLT Program.

Ms. Cates has had major surgery, for Endometriosis and Menorrhagia. She is expected to be out for 6 to 8 weeks. Ms. Cates has exhausted all of her leave and is presently in a leave without pay (LWOP) status.

Current federal employees wishing to donate annual leave to Ms. Cates' account for use during this medical emergency may do so by completing the Fort Polk (FP) Form 25 in duplicate and return it to the CPAC. Forms can be faxed to 531-1851. Donations will be accepted under this bulletin for thirty (30) days from the date of issue, or thru 09 Feb 08. The FP-25 is attached to this bulletin, but may also be downloaded from the Fort Polk Electronic Workplace, http://intranet.polk.army.mil/old_ewp/ or obtained from the Administrative Office within each Directorate.

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DONALD R. MALLET
Director, Civilian Personnel
Advisory Center